

# NORTHWEST INSTITUTE FOR contemporary learning inc.

5100-5118 West Division St. • Chicago, Illinois 60651 • (773) 854-2300 • (773) 854-2304 • email: niclorgan@hotmail.com

FEB 22 2012 PM 1:25

SHIRLEY A. ALLISON  
PRESIDENT & EXECUTIVE DIRECTOR

DR. RONALD F. GEE  
CHAIRMAN OF THE BOARD

JUSTINE THOMAS  
CHAIRPERSON

SHIRLONDA C. ALLISON  
CO-CHAIRPERSON

RONALD T. ROBERSON  
DIRECTOR OF PUBLIC RELATIONS

RUDY WILLIAMS  
DIRECTOR OF SPECIAL EVENTS

RUBY WOODS  
DIRECTOR OF HOSPITALITY

LANCE ELLIS  
JUNAR HOWARD  
DIRECTORS OF ALUMNI RELATIONS

DAVID ALLISON  
D-NATURAL, INC.  
DIRECTOR OF SOUND PRODUCTION

CHARLINA S. ALLISON  
ELNORA BREWER  
VICKI JOHNSON  
PAULETTE STRAUGHTER  
ANNIVERSARY COMMITTEE

LINETTA J. ROBINSON  
MAJESTIC PRINTING & DESIGN, INC.  
GLORIA ALFORD  
DONLAGLO PUBLISHING  
DIRECTORS OF ADVERTISING

Universal Service Administrative Company  
Schools and Libraries Division  
100 South Jefferson Road  
P.O. Box 902  
Whippany, New Jersey 07981

Re: Bill entity number: 227404  
Form 471 Application # 570926  
Funding Request Number 1576455  
Funding Year: 2007 (7/1/07-6/30/08)

February 14, 2012

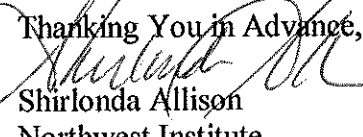
To Whom It May Concern:

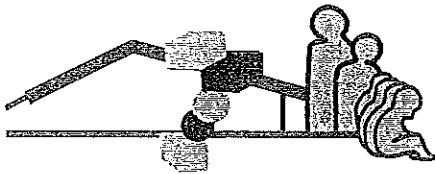
This letter is in response to the letter we received on December 20, 2011 and the appeal that we wish to make.

I was under the impression that this matter was taken care of while I was out of the office due to a leave of absence (personal illness and tragedy). A letter from Ms. Barbara Cannan dated October 17, 2011 was sent to Northwest Institute in regards to our appeal requesting additional information. That information was prepared by myself and was faxed back (please see copy of requested information dated November 1, 2011).

Upon my recent return I have learned from the correspondence we received on December 20, 2011 that our appeal was denied due to lack of information received. We would like for this information to be considered in the appeal process. We are most willing to abide and comply with all rules and regulations set by the Schools and Libraries Division.

If you are in need of any additional information, please contact our office at the above address.

Thanking You in Advance,  
  
Shirlonda Allison  
Northwest Institute



# NORTHWEST INSTITUTE FOR contemporary learning inc.

5100-5118 West Division St. • Chicago, Illinois 60651 • (773) 854-2300 • (773) 854-2304 • email: niclorgan@hotmail.com

SHIRLEY A. ALLISON  
PRESIDENT & EXECUTIVE DIRECTOR

DR. RONALD F. GEE  
CHAIRMAN OF THE BOARD

JUSTINE THOMAS  
CHAIRPERSON

SHIRLONDA C. ALLISON  
CO-CHAIRPERSON

RONALD T. ROBERSON  
DIRECTOR OF PUBLIC RELATIONS

RUDY WILLIAMS  
DIRECTOR OF SPECIAL EVENTS

RUBY WOODS  
DIRECTOR OF HOSPITALITY

LANCE ELLIS  
JUNAR HOWARD  
DIRECTORS OF ALUMNI RELATIONS

DAVID ALLISON  
D-NATURAL, INC.  
DIRECTOR OF SOUND PRODUCTION

CHARLINA S. ALLISON  
ELNORA BREWER  
VICKI JOHNSON  
PAULETTE STRAUGHTER  
ANNIVERSARY COMMITTEE

LINETTA J. ROBINSON  
MAJESTIC PRINTING & DESIGN, INC.  
GLORIA ALFORD  
DONAGLO PUBLISHING  
DIRECTORS OF ADVERTISING

Barbara Cannan  
Universal Service Administrative Company  
Schools and Libraries Division  
100 South Jefferson Road  
P.O. Box 902  
Whippany, New Jersey 07981

Re: Bill entity number: 227404  
Form 471 Application # 570926  
Funding Request Number 1576455  
Funding Year: 2007 (7/1/07-6/30/08)

November 1, 2011

Dear Ms. Cannan:

Attached you find the additional information requested from your October 17, 2011 correspondence.

If you are in need of any additional information, feel free to contact our office at the above number.

Sincerely,

Shirlonda Allison  
Northwest Institute



*Lifting Our Communities. Changing Our World.*

**1. Please provide in detail how the cost of maintenance was derived. This breakdown should include the cost of maintenance for each piece of equipment or the total hours of maintenance and the number of hours of maintenance for each individual piece of equipment and should reconcile to the total amount of \$21,600 for 12 months.**

\*See estimate attached.

\*The equipment is as follows:

- a. DHCP server
- b. Router to network
- c. Our Firewall
- d. Switches
- e. Network Wires Cat5
- f. Video Cables RG6
- g. UPS/Battery Backup for Switches, Router, & Server
- h. Video Components In MDF Room, at the K-8 Building
- i. Listed below:
  - Master Control Unit
  - PVBX
  - Codec
  - Video Amplifier
  - Video Channel Modulator

\*We don't know how to break the cost of each item. When the equipment is down, we call the vendor and they charge their rate for networking services of \$150 per hour.

**2. It is not clear whether travel charges are included in your basic maintenance request. If your request for basic maintenance include travel charges, please indicate the total cost of travel alone, the number of trips the vendor will be making to the entity, and indicate how the cost of travel was derived.**

After speaking with the vendor, he estimates it is about \$25 per trip, which is broken down for gas and time to get here.

**3. On the vendor documentation provided, you have indicated Cat5 cabling drops. Please answer the following questions regarding these cabling drops:**

- a. How many cabling drops are being requested

Elementary 70 drops: 30 in the lab, 25 in the classrooms, & 15 in the lab  
Pre-K 24 drops: There are 4 open areas with 6 drops each  
94 drops in total for both buildings.

**b. What is the total cost of the maintenance on these cabling drops?**

This information cannot be determined since we have had several theft instances each year. This area is a high risk, high crime area. We have had several instances where copper was stolen from our property causing internet power and telephone usage being disabled. Our vendor came out and got the internet and phones back up and running. Reprogramming the switches and our DHCP server.

**4. How many buildings are located at this campus to be maintained?**

Two = One Elementary located at 5108 W. Division St  
One Pre-K located at 4040 W. Division St

**5. How many total rooms are associated with the maintenance request?**

Elementary: 5 classrooms, 1 library, 1 lab, 1 multi-purpose room, 4 offices that work directly with the students, & 1 lunch room,

Pre-K: 4 Pre-K classrooms

Total of 17 rooms in both buildings.

**6. How many total teachers and staff are located at the entity?**

Elementary: 8 teachers, 1 librarian

Pre-K: 4 teachers

**7. What is the hourly technician rate for maintenance?**

\$150 per hour including travel

**8. Please indicate if there are any special circumstances, rationale, or justification that we should be aware of that would validate your funding request as cost effective:**

Yes, we always applied each year and you go through an initial review and then a final review before being approved. Your team did approved us, not by one person but by more then one person and there was no question about price then. If price was a question it should have been address then.

**NORTHWEST INSTITUTE**

5108 W. DIVISION  
CHICAGO, ILLINOIS 60651



CANAL STREET IL 60611  
16 FEB 2012 PM 5:1

*Appeal.*

*Universal Sence Administrative Company  
Schools and Libraries Division  
100 South Jefferson Road  
P.O. Box 902  
Whippany, New Jersey 07981*

07981090202

